



# Mentor Logistics

## Stipend Guidelines

A \$100.00 stipend is available to each active school per year. This money is to be used for supplies and materials to promote and support Gold Medal Schools. If your school chooses not to spend their stipend money, it cannot be carried over to the next school year.

*Schools need to use their stipend money for things that leave a lasting impression. Spend the money wisely and effectively throughout the year.*

What can I be reimbursed for?

### Office Supplies

Examples: copies of GMS newsletters, copies of GMS policies, GMS bulletin board materials, etc.

### PE Equipment

Examples: gym balls, jump ropes, small gym equipment, etc.

### Rewards for students

See “Rewards Kids Will Crave” Non-Food Incentive book for more ideas

### Rewards for Staff Wellness

#### Pedometers

Classroom sets, and for individual staff members

#### Healthy Foods

\*See Healthy Food Policy for Gold Medal Schools guidelines

#### Beverages

Water and 100% Juices only

*\*\*List subject to change at the discretion of Utah Department of Health\*\**

If you have any questions regarding these procedures contact:

GMS Secretary

Gold Medal Schools Program

P.O. Box 142107

Salt Lake City, Utah 84114-2107

801-538-6240



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## Stipend Guidelines

### Requesting Reimbursement

- Only schools will be allowed to spend the \$100 Stipend / request reimbursement.
  - ✓ Mentors, School Coordinators, teachers, etc. cannot use personal funds and request reimbursement using the stipend.
- Schools will be asked to spend the \$100 Stipend, following the above guidelines for purchasing.
- Each school must fill out the “Stipend Reimbursement Form” to receive reimbursement.
- Each school must attach their receipts showing what was purchased with the \$100 Stipend, along with a description explaining what the items were/will be used for.
  - If you would like to be reimbursed for the use of school supplies and do not have a receipt, create an invoice and attach that with the “Stipend Reimbursement Form.”
- Reimbursements will be paid two times during the year:
  - ✓ Reimbursement requests received between August and November 28<sup>th</sup> will be processed on Monday, December 1, 2008. Payment will be received approximately 4-6 weeks after processing.
  - ✓ Reimbursement requests received between December 1<sup>st</sup> and May 1<sup>st</sup> will be processed on Monday, May 4, 2009. Payment will be received approximately 4-6 weeks after processing.

**Mail “Stipend Reimbursement Form” along with a copy of receipts to:**

**GMS Secretary  
Gold Medal Schools Program  
PO Box 142107  
Salt Lake City UT 84114-2107**

*Incomplete forms will not be processed.*

*Reimbursement requests must be postmarked by May 1<sup>st</sup>.*

*If you miss the May 1<sup>st</sup> deadline you will not receive reimbursement for the 2008-2009 school year. Schools cannot claim this reimbursement on the next school year.*